

TRACK for Law Enforcement Agencies

Notes for Using Track-Kit at your Law Enforcement Agency

- Most tasks can be done by scanning a barcode. Track-Kit will show you where the kit is in the workflow.
- Your primary responsibilities in Track-Kit are to pick up kits from medical facilities and laboratories.
- Other tasks you may need to perform include transferring kits to other law enforcement agencies (LEAs), generating reports and performing administrative duties.



The kit types tracked by your system have different barcode formats:

- MN##### - Sexual assault kits, or SAKs.
- LMN##### - SAKs that were in inventory before the launch of Track-Kit in your state.
- OOS##### - SAKs collected by an out-of-state organization.

For all out-of-state kits, you will need to contact the Policy Center to obtain a barcode.

Picking Up Kits

 MF Pickup Required

- Scan the barcode to open **Kit Pickup Wizard**.
- Enter mandatory fields (marked with a red asterisk *).
- You cannot save your work without entering these fields.

Is this an Unrestricted Kit?

You will deliver unrestricted kits to the lab for forensic testing.

Is this a Restricted Kit?

Upon confirmation of kit pick up, Track-Kit displays a notice advising you to deliver the restricted kit to the Minnesota Bureau of Criminal Apprehension Forensic Science Services (BCA) for storage.

All restricted kits go to the BCA.

Kits Missing Collection Data

At times, you may pick up a kit whose collection data has not been entered. These kits are called “unexpected” in Track-Kit and may come from a medical facility using Track-Kit or from non-participating medical facilities (in state or out-of-state).

Be sure to confirm the barcode and enter any collection data that you may have.

Kit Pickup Wizard

This kit is ready for pickup from the medical facility.

Sexual Assault Kit Information

Barcode ?	MN00104
Status ?	Ready for Pickup
Medical Facility ?	Brainerd Medical Center
Collection Date ?	8/5/2021
Collector ?	Donna Anderson

Medical Facility Pickup Details

Please complete the following form. Mandatory fields are marked with a red asterisk(*)

LEA Reporting County * ?

Crow Wing County

MF Pickup Date * ?

8/13/2021

Laboratory * ?

Minnesota Bureau of Criminal Apprehension (BCA) Forensic Science Services

Pickup Officer ?

Select...

Assigned Officer ?

Select...

ICR * ?

BPD 00104-9543

[View Kit Details](#) [Confirm Pickup](#) [Cancel](#)

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Picking Up Kits

 Lab Pickup Required

- Scan the barcode to open **Kit Workflow Selection**.
- Select **Go to the Kit Pickup Wizard to enter laboratory pickup details**.
- In the **Kit Pickup Wizard**, enter mandatory fields. (marked with a red asterisk *). You cannot save your work without entering these fields.

Kit Workflow Selection

MN00117 is still in the possession of the laboratory.
How do you wish to proceed?
Select one of the following options:

Go to Kit Details.

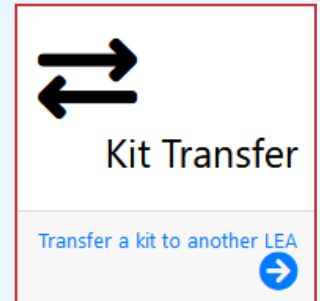
Go to the Kit Pickup Wizard to enter laboratory pickup details.

Next Cancel

Transferring Kits

You can transfer kits from your agency to another law enforcement agency.

- Scan the barcode to open the **Kit Transfer Wizard**.
- Select the organization.
 - Commonly selected LEAs appear on the **Organization** drop-down list.
 - Select **Other Organization** to open the **Organizations Lookup** table to select other LEAs, including out-of-state.
- Click **Initiate Kit Transfer**.



If the kit is going to an LEA in Track-Kit, the transfer will stay on the **Active Transfers** worklist until the receiving LEA confirms receipt. Kits transferred out-of-state leave Track-Kit and are marked **Tracking Complete**.

 **Missing Information** 0 items


Required fields missing

Kits stay on this worklist until you enter the missing data, such as kit pickup date or the LEA case number.

 **Reporting Center**

Generate reports

Configure pre-defined reports to your preferences and save for future reports.

 **Dynamic Search**

Advanced search features

Apply filters to conduct a multi-layered search and save your query for future searches

Administration Center

If you have administration privileges on your account, you can manage the Administration Center for your site. It is possible that not all administrative features are enabled for your account.

Administration Center

Organization	Dashboard	Associated Agencies	Track-Kit Users	Track-Kit Roles	Officers	Notification Recipients	Notification Types	Bulletin Board Messages	Portal Site Settings
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Edit Organization and Survivor Contact information	View and interact with summary Dashboard charts	Link an associated lab and commonly selected law enforcement agencies to your facility	Add as many Track-Kit Users and Officers to your site as required. Track-Kit Users are account holders and can log into the system. Not all Officers are Track-Kit Users.	Edit Notification Types (pre-written email messages). Add and edit Notification Recipients.	Post Bulletin Board Messages	Edit Portal Site Settings
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